

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

Tuesday

January 7, 2014

4:30 p.m.

Library Board Room

Agenda

- I. Call to Order
- II. Introductions/Public Comment
- III. Approval of Minutes
 - A. October 9, 2013
 - B. November 11, 2013
- IV. Discussion of Art Week Event
- V. Review FOIA Policy
- VI. Review Video Surveillance Policy
- VII. Review Library Circulation Policy
- VIII. Discussion of Possible "Smoke Free Campus"
- IX. Adjournment

Posted: 1/03/14 12:50 p.m.

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

October 9, 2013
12:00 p.m.
Library Board Room

I. Call to Order

Patsy Bowles, Chair called the meeting to order at 12:02 p.m.

PRESENT: Patsy Bowles, Emily Kelahan, Carol Koos, Joni Painter, Narendra Jaggi

ABSENT: None

OTHERS: Georgia Bouda, Caprice Prochnow

II. Introductions/Public Comment

There were no introductions or public comments.

III. Approval of Minutes

A. September 4, 2013

B. September 12, 2013

Emily Kelahan moved, Joni Painter seconded, to approve the Minutes from both the September 4, 2013 and September 12, 2013 meetings. The motion carried.

IV. Discussion of Public Laptop Damage Procedures

Director Bouda shared with Committee members that in the last six months, there have been 4 or 5 damaged laptops with damages ranging from \$300.00 - \$600.00. She went on to say, that a "Laptop Damage Procedures" form was created after the first damage occurred, requiring a \$250.00 fee for damage and \$1,500.00 for a lost or stolen laptop, but only \$10 has been recovered so far.

After much discussion, the Committee members decided upon the following revisions: If a laptop is damaged, a \$50.00 fee will be assessed and placed on the customer's library card. If a laptop is lost or stolen, customers will pay the full replacement cost, not to exceed \$1,000.00.

V. Discussion of Bi-Folkal Kits

Director Bouda shared with Committee members that a Bi-Folkal kit is a multimedia presentation to spur discussion and memories. She went on to say that the Library has about 30 of these kits that are rarely checked out. Director Bouda suggested that the Library would

like to offer these kits, at no charge, to nursing homes in Bloomington. The Committee members will recommend this to the Board at the next meeting.

VI. Discussion of Circulating Art Prints

Director Bouda shared with Committee members that the Library would still like to sell the art prints that are currently being circulated. The Committee members discussed different ideas to promote local artists, and at the same time have a silent auction for the Library art prints. The Committee will share these ideas at the next Board meeting.

VII. Adjournment

Patsy Bowles, Chair adjourned the meeting at 1:10 p.m.

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

November 11, 2013
4:30 p.m.
Library Board Room

I. Call to Order

Patsy Bowles, Chair called the meeting to order at 4:30 p.m.

PRESENT: Patsy Bowles, Narendra Jaggi, Emily Kelahan, Carol Koos (arrived at 4:35 p.m.), Joni Painter

ABSENT: None

OTHERS: Georgia Bouda, Caprice Prochnow, Rhonda Massie

II. Introductions/Public Comment

There were no introductions or public comments.

III. Approval of Minutes

A. October 9, 2013

Approval of the minutes will be held over until the next meeting.

IV. Discussion of Possible Art Week and Fundraising

The Committee members discussed various ideas of how best to auction off the circulating art prints and at the same time promote the Library's art collection.

There was consensus on what follows:

Wine, Cheese & Jazz Event will be held on Friday, May 16. Tickets will sell for \$20, which includes 2 glasses of wine as well as cheese, chocolates, finger foods and \$5 worth of raffle tickets (6 tickets).

Live Jazz will entertain guests from 6:30 – 8:30pm.

The Library's McCurdy Collection will be displayed in the Community Room for viewing.

All the prints in the circulating collection, not chosen to be raffle items, will be made available to guests at a silent auction which will include "Buy It Now" prices. Ten of the prints will be raffled as opposed to auctioned.

The Silent Auction for the public will commence on Monday, May 18 and end on Saturday, May 24.

The general consensus amongst Committee members is that this is to be more of a community event rather than a fundraiser.

V. Adjournment

Patsy Bowles, Chair adjourned the meeting at 5:15 p.m.

BLOOMINGTON PUBLIC LIBRARY

Policy regarding the Illinois Freedom of Information Act

Approved 8/19/08

Updated 1/21/14

1. A brief description of our public body is as follows:

A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY14 is \$5,347,925.

Funding sources are property taxes, fees, personal property replacement taxes, state and federal grants, fines, charges, and donations.

D. The library is located at this address: 205 East Olive Street, Bloomington, IL 61701

E. We have the following number of persons employed:

1. Full-time: 42
2. Part-time: 35

F. The following organization exercises control over our policies and procedures: The Bloomington Public Library Board of Trustees, which meets monthly on the third Tuesday of each month, at 4:30 p.m., at 205 East Olive Street, Bloomington, IL.

The officers are:
Narendra Jaggi, President
Patsy Bowles, Vice-President
Jan Kibler, Secretary
Cathy Pratt, Treasurer

G. The following organization operates in an advisory capacity regarding our operation:

RAILS Library System

Dee Brennan, Executive Director

- H. We are required to report and be answerable for our operations to:
Illinois State Library
300 S. 2nd Street
Springfield, Illinois 62701

Anne Craig, State Librarian

II. You may request the information and the records available to the public in the following manner:

- A. Use request form. (see attached)
- B. Your request should be directed to the following individual:
Tracey Covert, City Clerk
Freedom of Information Act (FOIA) officer for the City of Bloomington
- C. You must specify the records requested to be disclosed for inspection or to be copied.
- D. To reimburse us our actual costs for reproducing and certifying, (if requested) the records, you will be charged the following fees:
25 cents per page for employee copied records
- E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of the FOIA officer to the Board of Trustees.
- H. The times and place where the records will be available are as follows:
9 a.m. to 5 p.m., Monday – Friday, Bloomington Public Library Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories or records are maintained under our control:

- A. Ordinances and Resolutions
- B. Board Policies
- C. Administrative Procedures
- D. Monthly Financial Statements
- E. Annual Receipts and Disbursements Reports
- F. Budget and Appropriation Ordinances
- G. Levy Ordinances
- H. Annual Audits
- I. Operating Budgets
- J. Minutes of the Board of Trustees and Committees
- K. Job Descriptions
- L. Annual Reports to the State Comptroller

Records which are stored in electronic data processing will usually be printed out on paper for use by requesters, unless other arrangements are expressly made with the FOIA officer at the times the request is made.

DRAFT

Bloomington Public Library

Library Circulation Policy

Approved by the Board of Trustees on January 21, 2014

The Board of Trustees of the Bloomington Public Library encourages the borrowing of its collections, both print and electronic. The Board of Trustees establishes policies to provide equitable access to all Library users.

Library Cards

Library cards are available to all residents of the City of Bloomington and the Golden Prairie Library District. Any resident, 17 years of age and older may receive an adult library card upon completion of an application and provision of a valid photo ID and current address. Acceptable forms of identification include valid Illinois driver's license or other government-issued photo ID with current address, a recent utility bill, signed lease agreement, personalized check, or recent mail with postmark.

The Bloomington Public Library reserves the right not to issue a library card to anyone who cannot provide identification and/or address verification. The library also reserves the right to restrict the borrowing privileges of any person who has overdue materials and/or accumulated fines or charges.

Minors

A parent or legal guardian's signature is required for anyone under the age of 17 to obtain a library card. The child and the parent must both be present. By signing the registration form, parents/guardians acknowledge responsibility for the items borrowed, fees incurred, and their child's selection of materials.

Emancipated minors who have proof of their court ordered emancipation may receive an adult card without parental consent.

Non-residents

Non-residents of Bloomington may purchase a library card with full borrowing privileges by completing the above steps and paying the annual non-resident fee set by the Library Board each year. Any resident of another library in the state of Illinois may register their card and use it at the Bloomington Public Library.

If during the course of the year, a customer moves from a Bloomington address to an out-of-area address, the customer will be required to pay the out-of-area fee if he/she wishes to retain Bloomington Public Library borrowing privileges, or register a local library card from a reciprocal library with the Bloomington Public Library.

Renewal of Library Cards

All library cards are valid for three years. At the end of that period, customers will be asked to verify their contact information by providing a valid photo id and an item verifying the current address.

Lost Cards

Lost or stolen library cards must be reported immediately. There is a minimal charge to replace a library card.

Borrowing Privileges

Borrowing privileges, in-house computer use and remote access to databases will be suspended when accrued fines and fees equal or exceed ten dollars (\$10.00). These privileges will be restored when the amount owed is below ten dollars (\$10.00).

Interlibrary loan service is available only to residents of the City of Bloomington and the Golden Prairie Library District. Charges for lost or damaged material provided through interlibrary loan is determined by the lending library and will include, but not be limited to, replacement cost, fines and processing fees.

Lost or Damaged Materials

Cardholders are responsible for loss or damage to materials they borrow, including cases and supplemental contents. Current replacement cost will be charged for materials that are lost or too badly damaged to remain in the library collection.

Bloomington Public Library
Video Surveillance Policy
Approved XXXXXXXX

The Library uses security cameras to help document events involving the safety and security of Library users and property. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

Signage

The Library has a sign posted at the public entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

Camera Location

Cameras are installed and located in areas that are prone to theft or other activities that violate Library policy or criminal law. Cameras monitor all public entrances and exits to the Library.

Access to Digital Images

Video data is recorded and stored digitally on a network attached storage array. Recorded data is considered confidential and secure. Access to the recorded archival data is limited to the following authorized individuals: Library Director, Information Technology Manager, Support Services Manager and Security Staff. Periodic checks are made by the Information Technology Manager and Support Services Manager to ensure proper operations of the system.

Access by Law Enforcement and Patron Privacy

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement for assessing the security risk of a specific individual or for investigating a crime on Library property.

Video data will be made available to law enforcement officials or agencies upon presentation of a valid subpoena or pursuant to court order. The Library shall retain a copy of the subpoena or court order and documented evidence of the date and sufficiency of the Library's compliance therewith. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois state law and the Library's policies with respect thereto.

Retention of Digital Images

Recordings are kept for 31 days. The only recordings that exceed this limit are either image captures or partial recordings that involve ongoing investigations or to enforce suspensions from the Library.

Disclaimer of Liability

Any patron or staff shall be given a copy of this policy regarding use of the security cameras upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.